

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Contract Administration 4.6	EFFECTIVE DATE: 9/16/94
TITLE: Sum Sufficient Profiles	REVISION DATE:
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BACKGROUND

Under certain circumstances, sum sufficient profiles may be used for sum certain funding. When contracts are a quite small amount of the total appropriation, they may be considered sum sufficient for purposes of the CARS profile (MA Transportation), or the Department may be operating under a court order to pay all costs associated with a profile (Self-Initiated Day Care).

PROCEDURE

1. Sum sufficient profiles may be used for sum certain appropriations provided the contracting division identifies how they will assure that they do not spend more than they are appropriated. The justification for use of a sum sufficient profile must be attached to the Profile ID Request (DMS-881). The justification must include procedures for preventing overspending.
2. Contracting divisions must supply Profile Expense/Budget Summary information and documentation that funds have been reserved for sum sufficient profiles as detailed in **CONTRACT ADMINISTRATION 4.0**.
3. As part of the pre-contract review process, the BFS Lead Accountant must agree that the profile can be treated as sum sufficient even though the funding is sum certain.

REFERENCE

CONTRACT ADMINISTRATION 4.0 (Standard Procedures for Developing, Issuing, and Processing Aids Contracts)

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